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**EFFECTIVE**

January 1, 2014.

**Subject(s)**

1. Electronic Benefits Transfer Issuance System.
2. Interpretation.
3. S-Corporation and Limited Liability Company (LLC) Budgeting.
4. Keepseagle settlement.
5. Agriculture/related.
6. Case actions.
7. Agriculture/Related and lump sum definitions.
8. Refugee/Alien status.
9. MA Deemed income and deduction--SSI-related children.
10. MA Deemed income and deduction--SSI-related Adults.
11. Opening TSSI.
12. Child Support

**1) Electronic  
Benefits Transfer  
Issuance System****BAM 401-E****Family Independence Program (FIP) State Disability  
Assistance (SDA) and Food Assistance Program (FAP)**

Cards may be issued by the local office upon receipt of an email from the Eligibility/Family Independence Specialist (ES/FIS). The ES/FIS must list the head of household's name and recipient identification number and indicate in the email that an over-the-counter card is to be issued. The local accounting office must run a case summary and print a copy of the results. Valid photo identification must be presented by the cardholder to receive the card.

*Reason:* Policy clarification.

**2) Interpretation****BAM 105****All Programs**

Specialist's responsibilities in circumstances where persons have Limited English Proficiency (LEP) to ensure such persons have an equal opportunity to participate in or benefit from Department of Human Services programs and services have been updated.

*Reason:* Policy clarification.

*Communication Plan:* Office of Workforce Development and Training.

**3) S Corporation  
(S-CORP) and  
Limited Liability  
Company (LLC)  
Income**

**BEM 500, 501, 503**

**FIP, Refugee Cash Assistance Program (RCA), SDA, Child Development and Care (CDC), FAP**

Salaries dispersed through an S-CORP or LLC are considered earned income to the client, even if the client is the owner.

**MA**

Income received through an S-CORP or LLC is considered unearned income to the client.

*Reason:* Food and Nutrition Service clarification.

*Communication Plan:* Office of Workforce Development and Training.

**4) Keepseagle  
Settlement**

**BEM 500**

**Cash, Child Development and Care (CDC), Low Income Family MA (LIF), Group 2 Under 21 (G2U), Group 2 Caretaker (G2C), Adult Medical Program (AMP), and FAP**

The 2010 Keepseagle settlement awards payments to Native American farmers and ranchers who were discriminated against when applying for loans through the USDA farm loan program from 1981-1999. Claims were submitted through two different tracks:

- Track A payments are issued as a lump sum.
- Track B payments are reimbursements and excluded.

*Reason:* Keepseagle v Vilsack Class Action Settlement Payments.

*Communication Plan:* Office of Workforce Development and Training.

**5)  
Agriculture/Related**

**BEM 610**

**MA and FAP**

A comprehensive definition of agriculture/related employment is entered. The revision will assist when determining if someone is working in an agriculture/related employment.

*Reason:* Align policy with the newest definition and assist with consistency with making the determination.

*Communication Plan:* Office of Workforce Development and Training.

**6) Shortening a 24  
Month FAP Benefit  
Period**

**BAM 220**

**FAP**

Updated the form number from DHS-2063A to DHS-2063B, Food Assistance Benefits Redetermination Filing Record.

*Reason:* Correction.

**7)  
Agriculture/Related  
and Lump Sum**

**Bridges Policy Glossary**

Comprehensive definition of agriculture/related employment is revised.

Keepseagle Track A payment is added as an example of a lump sum.

*Reason:* Updated terminology based on policy revisions.

*Communication Plan:* Office of Workforce Development and Training.

## 8) Refugee/Alien Status

### BEM 225

#### All Programs

Clarifications added for certain alien status verifications, specifically those related to refugees.

*Reason:* Policy clarification

*Communication Plan:* Office of Workforce Development and Training.

## 9) MA Deemed Income and Deduction--SSI-Related Children

### BEM 540

#### MA Only

SSI-related 2014 COLA updates are incorporated in item.

*Reason:* Yearly COLA increase.

*Communication Plan:* Office of Workforce Development and Training.

## 10) MA Deemed Income and Deduction--SSI-Related Children

### BEM 541

#### MA Only

SSI-related 2014 COLA updates are incorporated in item.

*Reason:* Yearly COLA increase.

*Communication Plan:* Office of Workforce Development and Training.

## 11) Opening TSSI

### **BEM 150**

#### **MA Only**

The email address to ensure transfer of TSSI to SSI is now corrected.

*Reason:* Correction.

*Communication Plan:* Office of Workforce Development and Training.

## 12) Child Support

### **BEM 255**

#### **FIP, CDC Income Eligible, MA and FAP**

Changed from reference from Child Link to trios and Absent Parent/Child Link logical unit of work to Absent Parent Logical Unit of Work for consistency.

*Reason:* Policy clarification.

*Communication Plan:* Office of Workforce Development and Training.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[BAM 105](#)  
[BAM 220](#)  
[BAM 401E](#)  
[BEM 150](#)  
[BEM 225](#)  
[BEM 255](#)  
[BEM 500](#)  
[BEM 501](#)  
[BEM 502](#)  
[BEM 503](#)  
[BEM 540](#)  
[BEM 541](#)  
[BEM 610](#)  
[BPG GLOSSARY](#)